

EBPAQC resources and tools

The EBPAQC has many valuable resources and tools available to help members. They are available on the Center's website. <https://www.aicpa.org/topic/employee-benefit-plans>

- **Center website** - The Center has a dedicated website that provides information about the Center, membership requirements, tools and resources, events and AICPA EBP products. The website also has archives of past Alerts and webcast events.
 - **Alerts** - These periodic emails, sent to the firm's Designated Audit Quality Partner and Center Administrator and archived on the EBPAQC website, provide timely information about current developments and upcoming events. You are encouraged to share these Alerts with your staff.
 - **Webcasts** - These member-only events provide a wealth of information about current EBP audit issues and provide members the ability to ask questions of the experts. A CPE credit option is available for live events. Many of the past webcasts are archived on the EBPAQC website.
 - **Accounting and Auditing Resource Centers** - The Center website has online resource centers with information and tools on important EBP topics. (See list of resources and tools available on these resource centers below.)
 - **Audit Engagement Tools and Aids** - The Center has developed many helpful tools for use in your audit engagements.
 - ERISA employee benefit plan financial statement audit special considerations
 - Conditions for plan management to elect an ERISA Section 103(a)(3)(C) audit
 - Documentation of the auditor's evaluation of management's assessment of an ERISA Section 103(a)(3)(C) audit certification tool
 - Common deficiencies in ERISA Section 103(a)(3)(C) audit certifications tool
 - Discussing SAS 136 with plan clients tool
 - Peer review findings in employee benefit plan audits
 - Defined benefit pension plan audit information request tracker (Excel)
 - Health and welfare plan audit information request tracker (Excel)
 - DC plan audit information request tracker (Excel)
 - Identification of Parties In Interest and Related Parties
 - Documentation of Procedures Performed to Identify Related Parties and Related Party Transactions, and Parties in Interest and Party in Interest Transactions
 - Documentation of the Consideration of Potential Prohibited Transactions in an EBP Financial Statement Audit
 - EBP Audit Client Planning Meeting Tool
 - EBP Audit Internal Planning Meeting Tool
 - Plan Governing Documents, Agreements, and Correspondence Index
 - Documentation of the Auditor's Evaluation of a Limited Scope Audit Certification
 - Common Deficiencies in Employee Benefit Plan Limited Scope Audit Certifications
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- Summary of Key Plan Document Provisions Relevant to a Defined Contribution Retirement Plan Audit
 - Planning Tool: Summary of Common EBP Audit Deficiencies, Audit Guidance and Resources
 - Common EBP Audit Deficiencies
 - Summary of Significant “Unacceptable Major” Deficiencies in DOL Audit Quality Study
 - Documentation of the Evaluation of an Appraisal Used as Audit Evidence in an Employee Stock Ownership Plan Financial Statement Audit
 - Documentation of Use of a Type 2 Service Auditor’s Report in an Employee Benefit Plan Financial Statement Audit
 - Documentation of Use of an Actuarial Report in an Audit of a Defined Benefit Plan’s Financial Statements
 - Internal Control Communication examples
 - 11-K SEC reporting requirements tool
- **Practice Management Tools and Aids** - The Center has developed many helpful tools for use in your audit engagements which are available on the Center website. Below is a list of the member tools.
 - Discussing SAS 136 with plan clients
 - Performing Quality ERISA Employee Benefit Plan Audits: Firm Best Practices
 - Documentation of Review of AICPA Independence Requirements Where Nonattest Services Are Performed for an Employee Benefit Plan Audit Client
 - Audit Preparedness Checklist
 - Internal Inspection Tool
 - ERISA Audit Inventory and Staffing Schedule
 - Responding to Requests for Proposals
 - RFP and Auditor Evaluation Process Checklist for Plan Sponsors
- **Primers** - The Center has prepared primers which provide information on certain EBP topics, including the following:
 - ERISA Section 103(a)(3)(C) audits of employee benefit plans
 - Timely remittance of employee contributions in DC retirement plans
 - 403(b) Plans
 - Actuarial Method and Assumptions Used in Measuring Accumulated Plan Benefits in Defined Benefit Pension Plans
 - Alternative Investments in EBP Plans
 - Cash Balance Plans
 - Definition of Compensation in an Employee Benefit Plan
 - Employee Benefit Plans – Parties in Interest and Prohibited Transactions
 - Employee Stock Ownership Plans (ESOPs)
 - Health and Welfare Benefit Plans
 - Insurance Company Products Offered to Employee Benefit Plans
 - Master Trusts In Employee Benefit Plans
 - Multiemployer Plans
 - Multiple Employee Retirement Plans and Multiple Employer Welfare Arrangements
 - Plan Expenses
 - Plan Investments in Bank Collective Investment Funds
 - Stable Value Funds and Investment Contracts (Updated March 2016)
 - Tax and Compliance Issues for 401(k) Plans
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- **Plan Advisories** - The Center has prepared client advisories that are intended to help you communicate with your plan clients about their responsibilities for internal controls, monitoring TPAs and investments, and other important issues.
 - New Audit Standards for Employee Benefit Plans: An Overview for Plan Management
 - Partial Employee Benefit Plan Terminations
 - Importance of Retaining and Protecting Employee Benefit Plan Records
 - The Importance of Hiring a Quality Auditor to Perform Your Employee Benefit Plan Audit
 - Understanding Auditor Communications
 - Effective Monitoring of Outsourced Plan Recordkeeping and Reporting Functions
 - The Importance of Internal Controls in Financial Reporting and Safeguarding Plan Assets
 - Valuing and Reporting Plan Investments
 - **Audit Advisories**
 - Audit advisory on SAS No. 136
 - Pooled employer plans (PEPs) special considerations
 - Performing risk assessments in employee benefit plans
 - **Archived Webcasts** - The following past webcasts are archived on the EBPAQC website.
 - EBPAQC Multiemployer plan audits 2021
 - ERISA section 103(a)(3)(C) audits: part 1
 - EBPAQC section 103(a)(3)(c) audits - Part 2
 - Unique defined benefit plan issues – advanced
 - EBPAQC designated partners audit planning
 - Managers and supervisors audit planning
 - EBP investments part 1- common EBP investments
 - EBP investments part 2- auditing investments
 - Health and welfare plans part 1- basics and audit planning
 - Health and welfare plans part 2 – audit and reporting
 - Health and welfare plan advanced audit issues
 - Common plan operational errors
 - Actuarial reports in DB plan audits
 - Current issues in defined benefit audits
 - Initial EBP audits
 - Multiple employer plan audits
 - Multiemployer benefit plan audits
 - 401(k) Basics - Part 1, Introduction and Planning
 - 401(k) Basics - Part 2, Participant Data and Contribution Testing
 - 401(k) Basics - Part 3, Distribution Testing, Audit Wrap-Up, and Notes to Financial Statements
 - 401(k) Basics - Part 4, Investments and Current Topics
 - **Tools for Plan Sponsors** - The EBPAQC has prepared and compiled resources for plan sponsors and other EBP stakeholders.
 - Audit Quality and Auditor Selection
 - Find a Center Member by firm (alpha) or state name)
 - RFP and Auditor Evaluation Process Checklist
 - Plan Advisories
 - 403(b) Plan Resources
 - DOL/Regulatory Resources
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- **SAS No. 136 resources**
 - EBPAQC audit advisory on SAS No. 136
 - Client discussion tool on SAS 136, Changes are coming to your benefit plan audit
 - New audit standards for employee benefit plans: An overview for plan management
 - ERISA section 103(a)(3)(C) plan advisory
 - ERISA section 103(a)(3)(C) audits primer
 - Documentation of the auditor's evaluation of an ERISA Section 103(a)(3)(C) audit certification
 - ERISA Section 103(a)(3)(C) certification assessment tool: conditions for plan management to elect an ERISA Section 103(a)(3)(C) audit
 - Common deficiencies in ERISA Section 103(a)(3)(C) audit certifications
- **Cybersecurity**
 - Questions and answers document on cybersecurity and EBPs

EBPAQC A&A Resource Centers

- **Auditor Independence**
 - EBPAQC tool, *Documentation of Review of AICPA Independence Requirements Where Nonattest Services Are Performed for an Employee Benefit Plan Audit Client* (Updated 2017)
 - DOL and AICPA Independence Rules Comparison
 - **Employee Stock Ownership Plans (ESOP)**
 - EBPAQC tool, *Documentation of the Evaluation of an Appraisal Used as Audit Evidence in an Employee Stock Ownership Plan Financial Statement Audit*
 - EBPAQC Primer, *Employee Stock Ownership Plans*
 - **System and Organization Controls (SOC 1) Reports**
 - EBPAQC Tool, *Documentation of Use of a Type 2 Service Auditor's Report in an Employee Benefit Plan Financial Statement Audit*
 - EBPAQC webcast-*Using the Center's SOC 1 Documentation Tool*
 - **ERISA Section 103(a)(3)(C)**
 - ERISA Section 103(a)(3)(C) audits of employee benefit plans primer
 - Common deficiencies in ERISA Section 103(a)(3)(C) audit certifications
 - Conditions for plan management to elect an ERISA Section 103(a)(3)(C) audit
 - Documentation of the auditor's evaluation of management's assessment of an ERISA Section 103(a)(3)(C) audit certification
 - **SAS No. 136**
 - AICPA AU-C section 703, *Forming an Opinion and Reporting on Financial Statements of Employee Benefit Plans Subject to ERISA*
 - At a Glance, New auditing standards for employee benefit plans
 - Learning About the New Employee Benefit Plan Auditing Standard — Questions and Answers
 - Client discussion tool on SAS No. 136, "Changes are coming to your benefit plan audit"
 - New Audit Standards for Employee Benefit Plans: An Overview for Plan Management Plan Advisory
 - **Fraud in Employee Benefit Plans**
 - Fraud Risk Factors in Employee Benefit Plans
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- DOL Criminal Enforcement Cases—October 2014-November 2018

- **EBP Risk Assessment Resources**

- EBPAQC audit advisory on performing risk assessments in employee benefit plan audits
- EBPAQC risk assessment practice aids for auditing defined contribution plans, defined benefit plans, health and welfare plans and ESOPs.

- **Health and Welfare Benefit Plans**

- EBPAQC Primer, *Health and Welfare Employee Benefit Plans*
- Confidentiality, Indemnification, and Business Associates Agreements

- **Defined Benefit Pension Plans**

- EBPAQC tool, *Documentation of Use of an Actuarial Report in an Audit of a Defined Benefit Plan's Financial Statements*
- General Accounting and Auditing Information
- EBPAQC Primer, *Cash Balance Plans*

- **Parties in Interest and Prohibited Transactions**

- EBPAQC Primer, *Employee Benefit Plans – Parties in Interest and Prohibited Transactions*
- *Identification of Parties in Interest and Related Parties*
- *Documentation of Procedures Performed to Identify Related Parties and Related Party Transactions, and Parties in Interest and Party in Interest Transactions*
- *Documentation of the Consideration of Potential Prohibited Transactions in an EBP Financial Statement Audit*

- **Multiemployer Employee Benefit Plan Audits**

- EBPAQC Primer, *Multiemployer Employee Benefit Plans*

- **Auditor Communications**

- Examples of Internal Control Communications for Employee Benefit Plans
- Plan Advisory, *Understanding Auditor Communications*

- **Initial audits of EBPs**

- AU-C section 300 Planning an Audit, paragraph .13,
- AU-C section 510, Opening Balances—Initial Audit Engagements,
- TIS section 6933.01, “Initial Audit of a Plan” (AICPA, Technical Practice Aid)

- **403(b) Plans**

- EBPAQC Primer, *403(b) Plans*

- **Plan Investments**

- EBPAQC Plan Advisory, *Valuing and Reporting Plan Investments*
- EBPAQC Primer, *Alternative Investments in Employee Benefit Plans*
- EBPAQC Primer, *Stable Value Funds and Investment Contracts—An Overview*
- EBPAQC Primer, *Plan Investments in Bank Collective Investment Funds*
- EBPAQC Primer, *Insurance Company Products Offered to Employee Benefit Plans*

- **Form 11-K Audits**

- Form 11-K SEC Reporting Requirements
 - 11-K Audits webcast archive
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Other useful AICPA resources

- **AICPA Accounting and Auditing Technical Hotline**
 - Questions may be submitted via a technical inquiry form available at <http://www.aicpa.org/members/div/infohot/index.htm>, or
 - Via email at aahotline@aicpa.org, or
 - Call 1-877-242-7212
- **AICPA Ethics Hotline (for auditor independence and ethics inquiries)**
 - Via email at ethics@aicpa.org, or
 - Call 1-888-777-7077 (option 5, followed by option 2)